4 MAY 1984

MEMORANDUM FOR   Deputy Director for Intelligence
                 Deputy Director for Operations
                 Deputy Director for Science and Technology
                 Administrative Officer, DCI

FROM: Harry E. Fitzwater
                 Deputy Director for Administration

SUBJECT: The Records Information System (TRIS)

REFERENCE: D/OIS Memo dtd 29 Nov 83, Subject: TRIS Users Group

    1. A few months ago, the Director of Information Services told you
about the development of TRIS, a new Agency-wide computer system that was
being developed in OIS and asked you to provide a representative for a Users
Group. As you will recall, the system will assist Agency registry personnel
and records management officers in the control of records throughout their
life cycle. I would like to bring you up to date on our progress in
developing TRIS and to thank you for your support and cooperation.

    2. As you may recall, the TRIS Users Group's first responsibility was
to validate system requirements and to ensure that all appropriate
capabilities are included in the design of TRIS. This initial effort has
been completed, and the TRIS Requirements Document was formally approved on
1 March 1984. In the months ahead, the TRIS Users Group will continue to be
involved in TRIS development by surfacing new requirements, reviewing design
features and user manuals, and participating in the acceptance testing of
the system. I fully expect TRIS to be implemented in August 1985 as
projected, and look forward to your continued support throughout the
development period.

    3. For the Agency to derive maximum benefit from TRIS, it is important
that the system be used in as many registries as is practicable. TRIS'
objective of enhanced document control can only be achieved if it is used on
an Agency-wide basis. I look to you to support this objective, so that all
components can benefit from TRIS development. To this end, I would expect
that all future registry automation efforts in your directorate be
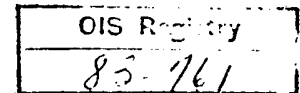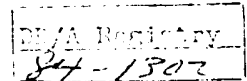compatible with TRIS.

4. Again, I appreciate your support for this project. Please convey my personal thanks to your representative on the TRIS Users Group. I will keep you informed of significant developments in the months ahead.

Harry E. Fitzwater

Harry E. Fitzwater

Attachments:
   A. Reference
   B. Listing of Members of
      TRIS Users Group

DB/A Registry
84-1303

OIS Registry
85-761

2 9 NOV 1983

MEMORANDUM FOR: Deputy Director for Administration
                  Deputy Director for Intelligence
                  Deputy Director for Operations
                  Deputy Director for Science and Technology
                  Administrative Officer, DCI

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FROM:

Director of Information Services

SUBJECT: TRIS Users Group

     1. The Office of Information Services (OIS) is developing an ADP
system called The Records Information System (TRIS). TRIS will be an
Agency-wide, compartmented system that will provide for the control of
records from the time they enter the system until they are either destroyed
or, when national security considerations permit, transferred to the
National Archives and Records Service. One of the primary benefits of TRIS
will be the capability for data sharing among registries (on a need-to-know
basis) and the resulting elimination of the large amount of redundant data
currently being captured by stand-alone systems. The primary users will be
registry personnel, records management officers, Top Secret control
officers, and other personnel engaged in records and information management
and document and information security.

     2. To ensure that the requirements of all potential TRIS users are
taken into account, a TRIS Users Group is being established. The Group will
be responsible for reviewing TRIS requirements and manuals that are being
prepared by OIS. Its main functions will be to validate the individual
requirements of each participating component, to resolve conflicting
requirements, and to ensure that all appropriate requirements and
capabilities have been included. The Group also will be responsible for
initiating user testing and for the ultimate user acceptance of the system.

     3. Because Agency-wide participation is essential, I ask that each of
you name an individual to participate in this Group. Because aspects of
TRIS go well beyond registry-type activities, I suggest that the
representative you nominate have extensive records management experience.

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4. Please send us the name of your representative, and an alternate, by 30 December 1983. Specific questions regarding the TRIS Users Group and its functions should be directed to

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DA/OIS/RMD/ITB   em(26 November 1983)

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